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**MINUTES**  
**Division Training Officers Meeting**  
**25 June 1954**

Attendances:

1. [ ] in a general discussion, mentioned that the External and Language Training Division is setting up language proficiency tests which, like the present aptitude tests, will be open to all Agency employees. Suggestions for revision of external training application form 51-133 are to be submitted to the Training Committee. Procedure for overseas language training is to be issued soon as [ ]

2. The Division Training Officers requested bi-weekly distribution of enrollment reports. [ ] announced that the Long-Term Schedule, to be published in the next ten days, will reflect the following changes:

BIC(CS) #12	1 - 19 November 1954
Phase III #5	26 October - 26 November 1954
Admin Sup #12	22 November - 10 December 1954
Admin #56	4 - 15 October 1954
#57 (Cancelled)	6 - 17 December 1954
[ ] #7	18 October - 12 November 1954
CPO #26	8 - 26 November 1954
CPO #27 (Cancelled)	29 November - 17 December 1954
Order of Battle #13	13 - 24 September 1954
#14	29 November - 10 December 1954
Basic Counterespionage #24	2 - 13 August 1954
#25	13 - 24 September 1954
#26	25 October - 5 November 1954
#27	6 - 17 December 1954
Advanced Counterespionage #1	16 - 27 August 1954
#2	4 - 15 October 1954
#3	15 - 26 November 1954
Operational Security Course #7	30 August - 10 September 1954
#8	15 - 26 November 1954
Instructor Training #14	12 - 16 July 1954
#15	13 - 17 September 1954

3. Training Officers reported having 55 candidates for the proposed typing course for non-clerical personnel at 0730 to 0815 daily. [ ] stated that a similar course may be offered during regular working hours.
4. The requirement for the OB briefing at Aberdeen 27 July was reported as follows: TSS Staff 2, NEA 3, FE 2; EE to report later this week. (Note: EE reported 4 candidates.)

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JOB NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC NO. 22 NO CHANGE  
IN CLASS/ DECLASS/ RECLASS/ TO: TS S (RET. JUST. 22)  
NEXT REV DATE 89 BY DATE 6 Nov 79 REVISION  
NO. FOR 2. CANCELLED DATE - 00000000 11 OF 11 ORG CLASS S  
REV CLASS C NEW COULD - 00000000 11 OF 11 ORG CLASS S

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5. In response to a request by the Training Committee, DD/P-PPC has agreed to furnish as factual a basis as possible for potential requirements in survival training.
6.  25X1
7.  reported the desire of EE to send three copies of The Red Interpreter to the field. 25X1
8. The requirement for instructor training will be discussed at the meeting on 9 July. 25X1
9. Reports from FE, NEA, and EE indicated that at least twenty-three persons would attend the Air Operations film if opportunity offered.  said he would request another showing.
10. It was announced that the Agency Orientation Course will be offered henceforth in February, May, and October. All signed questions will be answered.
11.  commented that the Training Status Report form had been developed by the Training Committee as a service to the Divisions, and that the Committee will appreciate receiving a copy whenever a Division fills it in. 25X1
12. The next tour  is 30 June. 25X1
13. Discussion of the screening of administrative personnel was deferred.
14.  discussed the objectives of the A&E pre-testing program, which is intended not only to estimate individual potentialities but also to assemble numerous kinds of data useful to the Agency in personnel management. 25X1
15.  requested that any comments on the new Phase II evaluation forms be submitted to the Training Committee. He reported that A&E welcomes discussion on evaluations with supervisors or Branch Chiefs. 25X1
16. The sub-committee on evaluations, which had met with  endorsed the proposal of a two-part evaluation. 25X1
17. Room and telephone numbers of Staff and Division Training Officers will be furnished in a memorandum from the Training Committee to facilitate consultation.  25X1

Chairman

Clandestine Services Training Committee

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